



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

August 30, 2016

Closing Date: September 6, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on September 7, 2016).

Title: EDUCATION INVESTIGATOR

Position Number: 2215-0726

Grade: C121

Professional Licensure Standards Board (PLSB)

DUTIES:

The position will plan investigations, interview all persons related to complaint; complete a thorough investigation in each case assigned; prepare reports and maintain a positive attitude.

SPECIAL REQUIREMENTS:

Applicant must be able to speak in front of large groups of people and conduct presentations. Experience in creating PowerPoint/Prezi presentations.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in the area of conducting investigations, fact finding, mediation, or law enforcement methodologies. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.